

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

**SCOPE OF SERVICES**

**Baggage Handling System (BHS) Operation and Maintenance (O&M) Technical Specifications**

**1.1 BHS Services**

The Contractor shall operate, maintain and repair all inbound and outbound BHS and their related equipment at MIA. The Services shall ensure and provide for the sustained performance and safe operation of the subject BHS equipment during the term of the Contract. The Contractor shall operate the BHS and provide preventive maintenance, corrective maintenance, repair, and system modification, when required; and shall maintain spare parts inventories as well. The Contractor shall support all baggage handling systems 24-hours per day, seven (7) days per week. Preventive maintenance and repairs shall be done in a manner and at a time as to not interfere with the standard operation of the BHS.

The Work to be performed by the Contractor is as follows:

1. Operation, maintenance and repair of all specified inbound and outbound BHS, and their related equipment. This includes all MIA inbound BHS at Concourses D, E, F, G, H and J; as well as, all outbound BHS with the exception of American Airlines' system, located in Concourse D.
2. Further, the Contractor shall perform other services, including construction, related to the O&M of the BHS; including but not limited to system modifications, enhancements and repairs, as determined by MDAD, to maintain efficient operations.
3. Part of the requirements for the Contractor shall include obtaining any and all permits required for the operation, maintenance, modifications, enhancements and repairs of the BHS.
4. The Contractor shall also be required to perform all work listed herein, and in such manner as to not hinder the progress and success of the project (See Section 2.12 and 2.13 for further details).

Airline companies specifically identified within this Section or throughout any portion of this document, along with their implied location of operation within the terminal, are subject to change. Any Airline may be either temporarily or permanently relocated within the terminal facility. Airline hours, peaks, and bag characteristics are also subject to change at any time.

**1.2 Minimum Qualification Requirement**

Awarded Contractor, including through a Subcontractor, must meet the following minimum qualification requirements:

- A.** Hold(i) a Certificate of Registration as a General Contractor issued by the State of Florida Construction Industry Licensing Board pursuant to the provisions of Florida Statutes Section 489.115; **or** (ii) a Certificate of Registration as a General Contractor issued by the State of Florida Construction Industry Licensing Board pursuant to the provisions of Florida Statutes Section 489.117; **and** hold a Certification of Competency as a General Contractor issued by the Miami-Dade Construction Trades Qualifying Board pursuant to the provisions of Section 10-3(a) of the Miami-Dade County Code;

**and**

- B.** Hold a Certification of Competency as a Miami-Dade County Transporting Assembly Installation Contractor license issued by the Miami-Dade Construction Trades Qualifying Board pursuant to the provisions of Section 10-3(a);

**Provided, however**, that a Contractor may not use a Subcontractor to satisfy both 1A and 1B. A Contractor itself must hold at least one of the licenses and certificates set forth in 1A and 1B above and may use a Subcontractor to meet the other minimum qualification requirements such that a Contractor: (i) that satisfies only 1A above, must subcontract with an entity that satisfies 1B above; or (ii) that satisfies only 1B above, must subcontract with an entity that satisfies 1A above.

**Note:** There shall be no lapse in these requirements throughout the term of this Agreement. A Contractor using a Subcontractor to meet the aforementioned minimum qualification requirements shall enter into a contract with the Subcontractor. A Contractor can substitute a Subcontractor at any time provided such substitution is approved by the County.

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

**1.3 MDAD Current Environment**

Under current conditions, MIA handles approximately 19,000 bags peaking to 31,000 bags per day in the South and Central Baggage Handling Systems (BHS(s)). The entire BHS system is now automated. The profile of the bags for both South and Central Terminal BHS contains more large and oversized bags than the traditional domestic profile due to the concentration of flights to the Caribbean, South and Central America, along with a robust charter schedule, mainly to Cuba and Venezuela. A high percentage of these bags are shrink-wrapped by MIA passengers. The Contractor shall be responsible for oversight of the Airlines' baggage handling process and shall enforce MDAD's Bag Hygiene Policies (see attached Exhibit C). Currently, Airline staff is responsible for placing bags that are irregular, soft sided or undersized into tubs prior to induction, in accordance with MDAD bag hygiene policies, except the South Terminal where airline staff must place every bag into tubs prior to induction. In addition, Airline staff must manually transport all oversized baggage to their designated oversized induction belts. The system descriptions of the BHS at MIA are further described in Section 1.5.

**1.4 Performance Requirements**

- A. The Contractor shall continually operate and maintain the BHS, as specified by the Original Equipment Manufacturer (OEM), by performing the required PM, in accordance with Section 1.6. The Contractor shall provide the necessary staff to maintain the system operational at all times.
- B. The Contractor shall continuously and properly staff the BHS system to address system failures so as to expeditiously bring the system back into service. Response time per call shall be not to exceed two (2) minutes and shall include advising MDAD Project Manager of the cause of the failure and the provision of an estimate for how long it will take to repair.
- C. The Contractor shall manage Airlines, skycaps, and Contractor's personnel to manually expedite bags from ticket counters when a complete or partial system failure occurs. If the failure was caused by the Contractor's actions, additional manpower will be provided at the Contractor's sole expense.
- D. The Contractor shall continually operate and maintain the BHS to achieve at a minimum 95% performance levels per each system and/or subsystem as denoted below in Section 1.5. Notwithstanding the preceding, if a system failure is caused by poor bag hygiene and the Contractor responds within two (2) minutes to such failure, such system failure shall not be used to calculate performance levels.
- E. The Contractor shall operate and maintain the BHS seven (7) days a week, every week of the year, twenty-four (24) hours per day.
- F. The Contractor shall carry out and perform obligations, duties and responsibilities in the least intrusive manner possible so as to minimize any effect upon, disruption to, interference with or interruption of: MDAD's use and operation of the BHS; MDAD's activities which are related to or connected with such operation and use; Airline operations; any MDAD existing facilities; and ongoing operations or other operations located in the area adjacent to the BHS.
- G. For any calendar month during the Contract that the BHS does not achieve a minimum 95% availability and 95% tracking accuracy, the Contractor shall promptly undertake improved maintenance and/or operational procedures and shall propose a new plan to MDAD within ten (10) days of identification to correct the problem. Corrections shall be at the Contractor's expense.
- H. The Contractor recognizes that, through no fault of either MDAD or the Contractor, it may become necessary to temporarily suspend the Contractor's work on a BHS. Should the suspension be determined, at the sole discretion of MDAD, to be of a relatively short duration, payment to the Contractor may continue in accordance with the Contract. Should MDAD determine that the suspension will be of a moderate length of time or greater, MDAD may provide a notice to the Contractor stating that all O&M efforts are suspended and that the Contractor will be paid at a prorated rate as determined by MDAD.
- I. **Performance Report:** A monthly System Availability Report and daily Tracking Accuracy Report for the invoice period must accompany each invoice. For any calendar month during the Contract term that the BHS does not meet or exceed the minimum Performance Requirements listed above, the appropriate Payment Factors, as specified in Section 2.15

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

shall be applied and deducted to the Contractor's total invoice amount for that month.

**1.5 System Description per Location**

The Contractor shall be responsible for providing services for the overall performance of the following BHS located throughout MIA as listed below:

- Inbound Domestic BHS and Oversize Doors
- Inbound International BHS
- Outbound Sortation BHS

- A. Inbound Domestic BHS and Oversize Doors** - There are nineteen (19) inbound domestic claim devices (CD) throughout MIA located on the first floor at Concourses D, E, F, G, H, and J. The CDs per Concourse are as follows:
1. Concourse D has seven (7) baggage CDs, labeled CD-21 to CD-27, designated for inbound domestic flights.
  2. Concourse E has two (2) baggage CDs, labeled CD-14 and CD-15, designated for inbound domestic flights. These claim devices have been decommissioned and are currently not in use.
  3. Concourse F has two (2) baggage CDs, labeled CD-12 and CD-13, designated for inbound domestic flights.
  4. Concourse G has two (2) baggage CDs, labeled CD-10 and CD-11, designated for inbound domestic flights.
  5. Concourse J has six (6) baggage CDs, labeled CD-1 to CD-6, designated for inbound domestic flights. See Section 2.5(D)(1)(c) for details.
  6. Concourse D has three (3) oversize doors. KA1 is located between CD-26 and CD-27, KA3 is located between CD-24 and CD-25 and KA5 is located between CD-22 and CD-23.
- B. Inbound International BHS** – There are twenty-three (23) inbound international CDs and three (3) oversized claim belts throughout MIA located at Concourses D, E, and J. The CDs and oversize claim belts per Concourse are as follows:
1. Concourse D has ten (10) slope plate CDs, labeled CD-1 to CD-10 and two (2) oversized claim belts
  2. Concourse E has eight (8) slope plate CDs, labeled CD-1 to CD-8, designated for inbound international flights.
  3. Concourse J has five (5) slope plate CDs, labeled CD-1 to CD-5, and one (1) oversized claim belt designated for inbound international flights. See also Section 2.5(D)(1)(c) for details.
- C. Outbound Sortation BHS Refer to section O&M Requirements of the current BHS System (continued)**
1. **Curbside (CS) Subsystem** – The CS subsystem consists of conveyor subsystems CS1, CS2, and CS3 which transport second level curbside checked baggage to the first level sortation system within the South Terminal.
  2. **Manual Encoding (ME)** – Bags that are not successfully read by the primary scanners are transported to the ME line (ME1 or ME2). At the ME line, bags advance on a series of queue conveyors until positioned at the manned station. The bags are then be encoded, using a scan gun or by key encoding, and then released. Once released from the manual encoding area bags are merged onto the CC3 and TX3 lines via the 45-degree merge conveyors, the bags are tracked from the manned position into the EDS screening matrix and then to its sort output/destination.
  3. **Oversize (OS) Subsystem** – The Outbound OS subsystem consists of four (4) conveyor subsystems for transporting oversize bags.
  4. **Sort Pier Subsystem (SP)** – The SP subsystems provide accumulation of cleared and sorted outbound baggage. Each SP subsystem consists of a pair of upper and lower sort laterals
- D. Sortation Inbound Subsystems**
1. Inbound Domestic Subsystems - There are six (6) domestic terminating flat plate CDs (CD1 through CD6) located on the first level. Bags are loaded directly onto the device on the airside of the claim device. Terminating domestic oversize items are placed on one (1) of three (3) slides located on the first level.
  2. Sortation International Inbound Subsystems (IB) - There are five (5) IB terminating transport lines (IB1 through IB5)

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

located on the first level that feed directly to the five (5) slope plates claim devices located in the third level claims hall.

3. There is one (1) IB terminating oversize line (OS1) that originates in the first level and feeds directly to an unload conveyor in the third level IB claims hall.

**E. Sortation TSA Bag Screening Subsystems - Refer to the section - O&M Requirements of the current BHS System (continued):**

1. **Explosive Detection System (EDS)** - The TSA is responsible for the O&M of the EDS machines; including the maintenance and repair of the EDS belts.

**F. Upper Level Computer Control Systems**

1. **Sortation Controller System** - The sortation controller system comprises all equipment that is used for tracking all baggage input, from the scanner arrays and manual encoding stations to the system sort devices, based on information previously entered by an operator and information received from fixed bar code scanners and manual encodes and/or hand-held scanners. The sortation controller system is configured as a fully redundant system with "hot backup". The primary and backup sort controller is located in the BHS control room.

Additionally, the sortation controller system equipment and function provide for visual as well as hard copy fault and production monitoring, at the workstation in the Bag Control Room, for the entire baggage system.

2. **Maintenance Diagnostic Systems** - The Maintenance Diagnostic Systems workstation has a minimum of five (5) wall mounted systems graphic monitors that accurately and clearly depict the entire baggage system. These monitors display in real time, dynamic pictorial format, the operational status of the conveyors, EDS, sort piers, claim devices, etc. that are connected to the sortation controller and overall system programmable logic controllers. Each monitor provides color indications of the predefined outbound and inbound system areas. There are two (2) monitors provided with zoom capabilities for predefined sectors of the BHS. In the event of a fault, the operator may zoom to the predefined area for more specific details of the fault.
3. **Interface Requirements** - The BHS computer systems communicate with the Airport Operation Information System (AOIS) to receive departure flight information including flight number and make-up assignment. The BHS employ outbound sort correlation tables which establish the correspondence between flight number and make-up number. Interface requirements also include the following:
  4. Bi-directional data communication between BHS and AOIS computers is provided to maintain and/or advise status of both systems.
  5. The Common Use Terminal Equipment (CUTE) reservation computer system network is based on the utilization of intelligent workstations for check-in counter to flight assignments and sort pier to flight correlation, (as well as other functions not related to the BHS). The CUTE contractor's (SITA) Bag Message System transports Bag Source Messages in real time to the BHS to support sortation.

**G. Closed Circuit Television** - The BHS includes digital closed-circuit television cameras and displays to monitor the BHS, with particular attention paid to trouble areas such as pushers, diverters, conveyor 45-degree merge points, incline/declines etc.

**H. K-1 Doors** - The doors that separate landside from airside and allow the conveyor to pass through are called K-1 doors, and as such must interface with card readers and the BHS controls.

**1.6 O&M Requirements of current BHS System**

The Contractor shall be responsible for the overall performance of the BHS, and provide services for the baggage systems, at minimum, per the following. Manage, supervise, and provide all required staffing for all direct, non-direct, and support functions required to operate, maintain, and repair the specified BHS twenty-four (24) hours per day, seven (7) days per week.

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

- A. Provide and maintain all furniture and office supplies to include telephones, copiers, printers, fax machines, toner and paper, etc. for Contractor's offices and Baggage Control Centers.
- B. Perform PM as indicated by OEM manuals (except Contractor shall perform more frequent PM if warranted by system conditions or in its professional judgment), such as inspections and tests to identify and correct any unusual or abnormal equipment condition and to meet the required systems service availability.
- C. Perform preventative maintenance as required to keep the BHS operating safe, efficient, and reliable, on an optimal basis as defined by the equipment manufacturer's O&M manuals, or consistent with industry standards, or as needed to meet the tracking and accuracy standards of this contract.
- D. Perform corrective measures or repair to BHS as required due to ordinary wear and tear.
- E. Clear all baggage jams and resolve all system malfunctions.
- F. Be responsible for clearing and assisting TSA with clearance of baggage jams at the entrance and exit of the EDS machines.
- G. Operate PLC systems such as: Allen Bradley, Modicon, Quantum, Square-D, as well as other PLC systems currently utilized or implemented at a later date.
- H. Recognize, diagnose and correct electrical-mechanical and PLC system/software malfunctions.
- I. Develop, direct, and manage contingency plans that allow systems or parts of systems to function under different failure modes, including supervising airline and skycaps personnel at the ticket counters during contingency operations.
- J. Monitor implementation and completion of PM program, and recommend enhancements to the program. Contractor shall utilize a Computerized Maintenance Management System (CMMS) to track all maintenance work orders for PMs, CMs, jams, and inventory of parts. Computerized data shall be capable of downloading into spreadsheet software. The Contractor shall ensure plans, programs, and systems are applicable and updated throughout the term of Contract, in accordance with all baggage systems.
- K. Prepare and submit reports (daily/weekly/monthly) on the status of the system with MDAD Contract Administrator and the Airlines (refer to Section 2.14).
- L. Prepare and submit monthly maintenance summary reports consisting of repair maintenance, and baggage jam clearance that has been completed the previous month (refer to Section 2.14).
- M. Maintain all manufacturers' manuals and as-built or other drawings with upgrades, changes and current information on all baggage systems.
- N. Perform housekeeping and janitorial around conveyor belt systems by ensuring that BHS areas are well-organized and free of trash and debris.
- O. Maintain and modify, if and when necessary, the computer systems for programming of the sortation systems, ~~after~~ proper approvals from MDAD. Particularly provide operation, maintenance, and repair of the entire BHS networks, software, and hardware, including but not limited to, upgrading and patching of operating systems and software applications for all portions of systems and subsystems that are related to the BHS, utilizing the systems providers Brock SmartSuite, Sick Laser Scanners and Eaton for Uninterruptible Power Supplies (UPS) Power Supplies.
- P. The Contractor shall provide services, at a minimum, for the following:
  - 1. System network gateways;
  - 2. Replacement and installation of parts;
  - 3. Licenses upkeep and renewal;
  - 4. Software upgrades;
  - 5. Software functionality of hardware;
  - 6. Systems interfaces (i.e., TSA, MDAD Security, Fire Alarms, AOIS, etc.);
  - 7. Computer power supply and associated UPS;
  - 8. Surge suppression;
  - 9. Modems;
  - 10. Connectors, cables, and cords;
  - 11. Drivers;
  - 12. Documentation;
  - 13. Troubleshooting maintenance;

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

14. Re-programming;
  15. Loading new programs;
  16. Systems back-up restoring data;
  17. Security and anti-virus protection;
  18. System audits;
  19. Optimization and improvement;
  20. TSA Configuration Management and Code Change Request Documentation;
  21. BHS subsystem monitoring for International inbound for CCD and the E subsystem for outbound baggage; at the ticket counters to the east of the (Concourse) E Check point are house in the South Terminal BHS Control room and must be maintained; and
  22. Any and all software and hardware not listed above that is a component of the systems necessary for the BHS operation.
- Q. Perform at a minimum monthly PM on servers, UPS(s), and workstations in order to keep the systems optimized.
- R. Maintain secure on-site custody of all BHS related software, firm names, back-ups, and licenses.
- S. Prepare for and perform full system backups immediately before and after any such changes to codes/software. Maintain copies of system source codes and backups off site of MIA, and in a secure and fireproof environment.
- T. Perform PM on the Control Systems' UPS(s), including fire door UPS(s) in accordance with manufacturer and industry's standards.
- U. Monitor systems and system computers for jam detections and malfunctions, and provide jam clearance employees for 24-hour coverage. MIA strives to support the Airlines' bagloading policies prior to departure times which are half-hour for domestic flights, and one (1) hour for international flights. As a result, response time for clearing of bag jams shall be within two minutes. .
- V. Manage distribution of baggage tubs to airlines counters for the transport of regular bags on the induction belts; for Concourses H and J, this is over 10,000 tubs daily. In addition, the Contractor shall be responsible for the purchase, maintenance, and replacement of tubs, which must be approved by MDAD.
- W. Provide adequate staff and equipment to deliver all bags arriving at default piers; which currently includes over 1,000 bags at Concourses H and J and an average of 1,200 bags at Concourse F.
- AA. Maintain all BHS related fire and/or security doors, including all related components, such as light and air curtains, and all interface control systems/software.
- BB. Inspect, service, and clean as required all encoding consoles, laser readers, hand scanners and other scanning devices.
- CC. Inspect and clean Automatic Tag Readers and Bag Measuring Arrays at a minimum twice per day
- DD. Provide manpower to staff Concourses F and J's transfer points, induction belts, and all baggage transfers.
- EE. Provide manpower to deliver baggage from the oversize belts, Concourse F and J transfer points, induction belts, and all other baggage transfers. At Concourse J; currently, this is approximately 600 bags daily.
- FF. Coordinate with MDAD all Airlines flight schedules and allocations of pier / carousel space as needed and communicate same to Airlines, and strive to maintain same assignment locations for Airlines.
- GG. Assume responsibility for BHS operations, maintenance, and repairs with Airlines and the MDAD Maintenance and Operating divisions in order to avoid interruption and delays. This includes adjustment of BHS operations and pier assignments, when necessary.
- II. Staff the four (4)) ME stations as follows – Two (2) positions South and two (2) positions Central.
- JJ. Maintain K1 doors in operating condition.
- KK. Support all sortation and baggage handling systems listed in this scope of work, 24-hour per day, seven (7) days per week. Preventive maintenance and repairs shall be done in a manner and at a time as to not interfere with the standard operation of the BHS. Services for late departures or charters operating during other than standard operating hours are required and are included as part of the scope of work herein.

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

- LL. Provide O&M services inclusive of all replacement parts, electronics and electrical, welding and metal fabrication for all aspects of the BHS's inclusive of and in accordance with a) O&M Manuals; b) manufacturer's recommendations; and c) industry standards of the specific systems, along with their associated subsystems and components.
- MM. Pull all necessary permits and provide all services necessary for issuance of permits, including but not limited to generation of or provision of permittable design or drawings, and provide all necessary construction services and activities to affect such the above services in compliance with all applicable laws, rules, and regulations.
- NN. Provide sufficient and operative communication tools to ensure active and effective engagement with MDAD. See Section 2.9 for additional requirements.
- OO. Provide a Safety Plan for review and approval by MDAD. The Safety Plan shall, as a minimum, include but not be limited to policies and procedures that address the following:
  - 1. Enforcement of Occupational Safety and Health Administration (OSHA) standards;
  - 2. Safety and health inspections;
  - 3. Employee safety meetings;
  - 4. Education;
  - 5. Training;
  - 6. Noise monitoring;
  - 7. Emergency preparedness to include police and fire response/evacuation;
  - 8. Walking-working surfaces;
  - 9. Confined space entry;
  - 10. Electrical safety, lockout/tagout;
  - 11. Personal protective equipment;
  - 12. Fall protection;
  - 13. Hot work;
  - 14. Hurricane waste management/housekeeping;
  - 15. Smoking policy;
  - 16. Accident/incident reporting/investigation;
  - 17. Emergency medical procedures;
  - 18. Hazard mitigation;
  - 19. Employee reporting of hazards;
  - 20. Violence in the workplace;
  - 21. Employee slips and falls and sprains/strains;
  - 22. Air quality and security procedures; and
  - 23. Any other pertinent safety policies and procedures that may be required for the safe O&M of the BHS referenced in this solicitation.
- PP. Provide a Quality Control (QC) Plan for review and approval by MDAD. The Contractor's QC Plan shall, as a minimum, include but not be limited to policies and procedures that address the following:
  - 1. Schedule and criteria for quality inspections;
  - 2. Systematic inspection and testing of installed equipment as defined in the contract documents;
  - 3. Supervision and inspection of equipment with respect to hazardous materials including actions required for their removal, treatment and disposal;
  - 4. Inspection and monitoring of processed bags. Methods of inspection and monitoring shall be corrected wherever they are found to be unsuitable.
  - 5. System for final inspection and testing of equipment installations and repairs;
  - 6. Instructions for handling, storage, preservation, packaging and shipping of equipment to protect the quality of products and prevent damage, loss, deterioration or degradation of products;
  - 7. Substitution of equipment and/or products; and
  - 8. Any other pertinent requirements related to the O&M of the BHS, as required.

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

**QQ. Training and Familiarization**

1. The County may, in its discretion, authorize a Training and Familiarization Period for the Contractor of up to sixty (60) days at the start of the Contract term. During this period, the Contractor shall learn and become proficient in the MIA operation of BHS during the training period. The start of the Training and Familiarization Period, if authorized, will be from the date of the First Notice to Proceed.
2. The Contractor's responsibilities during the Training and Familiarization Period are limited only to training and familiarization of the identified BHS. The Contractor shall have no responsibilities or obligations to perform any actual O&M work on any of the BHS during the training period. The Contractor shall not interfere or hinder others that do have the responsibility for the O&M of the BHS during this training period. Should any incident or conflict occur between the Contractor's personnel and the personnel of others, it shall immediately be brought to the attention of the MDAD Contract Administrator. Subsequently, the Contractor shall be responsible for training subsequent vendor(s) that may be contracted to perform these services in the future.

**RR. Emergency Service** - The Contractor shall perform all services under the contract to maintain MIA's facilities operational. This shall include times when an emergency is declared by the Mayor for hurricanes and/or other perceived security and/or operational threats.

**SS. Manuals/Drawings** – Upon request, the Contractor shall be provided drawings and O&M Manuals for the BHS from the County. The County shall have discretion on approving the release of such documents as there may be documentation that is considered Security Sensitive Information (SSI) and may not be available for review. Manuals and documents created pursuant to the awarded Contract shall become property of the County without limitation.

**O&M Requirements of the current BHS System (continued):**

- A.** The Contractor shall be responsible for the O&M of the BHS system Exhibit E, Schematic for BHS is attached for reference. The BHS includes, but not be limited to the following:
1. Ticket Counter input locations (Nine [9] in South Terminal and ten [10] in Central Terminal);
  2. Oversize Bag Lines (Four [4] in South Terminal and two [2] in Central Terminal);
  3. Sortation Piers (30 in South Terminal and 20 in Central Terminal);
  4. Make-up units (Two [2] in South Terminal and one [1] in Central Terminal);
  5. Total Motor Drive Count;
  6. Central – Approximately 900 motor drives (68 of them Re-control);
  7. South – Approximately 1200 motor drives (400 of these Re-control);
  8. New Motor Drives are Nord Variable Frequency Drives (VFDs). Existing Drives are TXT;
  9. Approximately 130 new High-Speed Diverters (HSDII) (replacing South pushers);
  10. 13 Vertical Sorters;
  11. 12 CTX 9800 machines (Two 6-machine matrices, 4 + 2 configuration);
  12. 6 CTX machines in Central Terminal;
  13. 6 CTX machines in South Terminal;
  14. Estimate: 608 bags processed per hour through each CTX machine;
  15. Ninety-two (92) New Motor Control Panels (MCPs), 51 Re-control MCPs (South Terminal);
  16. Centralized ControlNet Computer Programed Architecture;
  17. Twenty (20) pairs of ControlLogix L73 Programable Logic Controllers (PLC's) (Redundant Hot Standby) (11 in South Terminal and nine [9] in Central Terminal);
  18. Eight (8) SICK Automated Tag Readers (ATR's) (Four [4] in South Terminal and four [4] in Central Terminal);
  19. Eight (8) SICK Bag Dimensioning Devices (BDD's) (Four [4] in South Terminal and four [4] in Central Terminal);
  20. Two (2) Redundant Main-Line Sortation Lines per system with runoff;
  21. Brock – Sortation, SmartSort, Manual Encoding Consoles (MECs), Factory Talk
  22. Two (2) Webb Mobile Inspection Table (MIT) Systems (One [1] in Central Terminal Checked Baggage Resolution Area [CBRA] and one [1] in South Terminal CBRA);
  23. Fifty-two (52) search positions (27 in South Terminal and 25 in Central Terminal);



***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

24. Six (6) Future Search positions bringing overall total to 58 (29 in South Terminal and 29 in Central Terminal);
25. 102 Mobile Inspection Tables (52 in South Terminal and 50 in Central Terminal);
26. Total of 8.7 additional miles of conveyor system;
27. Approximately three (3) miles of new conveyors between Central Terminal and South Terminal; and
28. Approximately 5.7 Miles of existing conveyors upgraded and re-controlled between Central and South Terminals.

**B. BHS Operational Requirements:**, the minimum requirements shall include, but not be limited to the following:

1. Bag Placement on load conveyors;
2. Tub usage and loading;
3. Operating procedures for all BHS/Checked Baggage Inspection System (CBIS) conveyance equipment;
4. BHS equipment/Mobile Inspection Tables (MIT) within the CBRA;
5. CBIS failsafe procedures and layout – including responsible party for clearing fail-safes, as coordinated with local TSA;
6. Provide description of the BHS Control Interface with CBIS;
7. System Safety procedures, including lock-out and Tag-out requirements;
8. Bag Jam clearing procedures, as coordinated with MDAD's O&M group and local TSA; and
9. Sensitive Security Information (SSI) Training for any BHS/CBIS-related reports that are classified as SSI. This training shall comply with government SSI guidelines as per the TSA's Planning Guidelines and Design Standards (PGDS), Exhibit D.

**C. BHS Maintenance Requirements:** In addition to the requirements listed in Section 2.6, the minimum maintenance requirements shall include, but not be limited to the following:

1. Preventive and corrective maintenance procedures, including replacement of parts, lubrication quantities, types, frequencies and application points and an estimate of the time to perform such procedures;
2. Special tools, techniques, or procedures required for either preventative or corrective maintenance of the equipment, or it's auxiliary or support components;
3. Procedures to perform adjustments required for alignment, wear and calibration for all preventative and corrective maintenance and an estimate of time required for performing such procedures;
4. Assembly and disassembly procedures, including parts lists required for appropriate and corrective maintenance. Models, "exploded" views, and audiovisual materials shall be used for training. These materials shall be submitted to MDAD upon completion of training. Hands-on field training shall be provided subject to MDAD approval;
5. Safety Procedures including Lock out/Tag-out;
6. O&M Manuals;
7. Warranty Procedures;
8. System Preventative Maintenance;
9. Jam Clearance Procedures;
10. Failsafe Procedures and Clearance;
11. Explosive Detection System (EDS)/BHS Interface and Troubleshooting;
12. Power Turns;
13. Slope Pallet Devices;
14. Flat Plate Devices;
15. 45 Degree Merge conveyor;
16. HSPDs;
17. Pushers;
18. Vertical Sort Unit;
19. Fire/Security Doors;
20. Automatic Tag Readers (ATRs);
21. Baggage Measuring Array (BMAs);
22. Programmable Logic Controller Systems including basic ladder programming techniques;

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

23. Computer Systems Equipment;
24. Manual Encode Equipment (e.g., Console and Scan Gun);
25. Interfaces to MDAD's Networks;
26. Problem Resolution Screens;
27. Contingency Plans;
28. Configuration Management Plans and Procedures;
29. System Reports; and
30. Maintenance Diagnostic System (MDS) and Maintenance Information System (MIS) Systems including development of new reports, adding new conveyor subsystems with associated fault annunciation to the graphic/text displays.

- D. **Warranty of the BHS:** MDAD will provide the Contractor the warranty information for the BHS. Should the new BHS trigger an operational failure that requires work to be performed to the BHS during the O&M of the BHS, the Contractor shall immediately notify MDAD Project Manager of such failure. If the operational failure is deemed by MDAD to be a warranty item, the contractor who installed the system will immediately be engaged to perform the repair to the BHS under the warranty. If the work is deemed to fall outside the warranty, the Contractor will immediately be engaged to perform the repair under their O&M contract. MDAD reserves the right, in an emergency and on a case- by-case basis, to authorize the Contractor to perform warranty repair work if deemed to be an operational necessity.
- E. Certification is not required for the O&M of the BHS system.

**1.7 Parts and Inventory Requirements**

The Contractor shall maintain inventory of spare parts including baggage tubs and provide monthly report(s) identifying spare part utilization and number of spare parts available as compared to the minimum stocking levels as mutually agreed to by the Contractor and the County. A list of the current inventory level will be provided by MDAD to the Contractor. The Contractor shall be responsible for, including but not limited to, the following:

- A. Obtaining competitive written quotes from at least three (3) suppliers for all parts not approved by the County as "sole source." Parts must be purchased from the vendor providing lowest cost for parts that meet the Original Equipment Manufacturer's specifications.
- B. Assuming full responsibility for accurately recording the spare parts purchases as required to obtain reimbursement from the MDAD.
- C. Providing all sales receipts for parts and supplies with vendors' invoices in order to document costs incurred.
- D. Properly storing spare parts and maintaining a clean and organized setting within the allocated spare parts storage spaces.
- E. Ensuring that markups are not included in the dedicated Allowance Account for Spare Parts or Equipment purchased for this Agreement.
- F. Performing monthly and annual spare parts inventory audits to comply with the following requirements:
  - a. Management of inventory using the FIFO (First-In First-Out) methodology.
  - b. Establishment of a monthly inventory report including the following information at a minimum for each spare part:
    1. Part Number
    2. Manufacturer's Number
    3. Part Name / Description
    4. Location (Bin Number)
    5. Quantity On Hand
- G. Within the space designated, maintaining the storage shelving system and parts bins necessary to organize and store the spare parts, equipment, and expendables required in the performance of Contract.
- H. Maintaining parts, equipment and expendables for the BHS similarly within existing system/storage area(s).
- I. Ensuring any credits or deductions provided by the seller to the Contractor shall be netted against monies due to the Contractor from the County under a General Allowance Account (GAA).

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

**1.8 Modification/Enhancement/Repair Requirements**

The Contractor shall be responsible for any repairs (excepting repairs as incident to PM functions), modifications, and enhancements, required to operate and maintain the BHS equipment and system in operation, as may be authorized in writing by the County.

1. Any modifications/enhancements and/or repairs outside the normal maintenance of the BHS system per incident shall be treated as work orders reimbursed through the GAA. Said Work orders must be reviewed by SBD for assignment of the appropriate SBE contract measure, and the County must issue a work order for such work prior to the performance of any such work.
2. When the Contractor has identified a modification/enhancement and/or repair outside the normal maintenance of the BHS system or MDAD desires to modify and/or enhance the BHS meeting the aforementioned parameters, a written request will be issued by MDAD for SBD review. Once the appropriate SBE or other contract measure is assigned, as may be required by the then applicable County Code, the Contractor shall submit a price quote to MDAD for their review, within twenty-one (21) calendar days of receipt of such written request-SBD measure for the identified scope of work. Except where authorized in advance by the County, the Contractor shall solicit quotes from no less than three subcontractors and/or suppliers for any work the Contractor is not performing with its own forces. The Contractor shall maintain the price quoted, for acceptance by MDAD, for a minimum of 90 calendar days after submittal. All prices quoted by the Contractor shall be inclusive of all Direct and Indirect Costs, including Overhead and Profit, remobilization and demobilization associated with the change, means and methods of execution, engineering and any associated work necessary.
3. If MDAD accepts the Contractor's quote, MDAD shall issue a work order with the final negotiated tasks/deliverables/payment schedule and such work orders shall be paid under the corresponding allowance account after final acceptance from MDAD. The Contractor shall not be compensated for any effort expended in preparing and submitting price quotes. Should Architectural/Engineering/Construction Services be required in a work order, the Contractor shall provide such services as needed to effectuate the work order but shall procure a licensed architect or engineer or contractor utilizing the process as further described in MDAD's then current TAC-R Process (see latest version <https://www.miami-airport.com/resources.asp>). The County may, at its sole discretion, reject the Contractor's quote and solicit other contractors for the work.

**1.9 Staffing Requirements**

- A. The Contractor shall be responsible for all staffing costs associated with the BHS. The County does not warrant or guarantee that the system can be operated or maintained with the staffing proposed by the Contractor, and the Contractor shall be solely responsible for maintaining sufficient staffing as to ensure compliance. The Contractor shall acknowledge that it has been given the opportunity to inspect the facilities and pertinent documents prior to entering into Contract awarded as a result of this solicitation.
- B. The below table provides the Minimum Staffing Levels which are set as a minimum requirement for this solicitation. It is the Contractor's responsibility to staff accordingly to meet the performance requirements listed herein. The Contractor may choose to include additional staffing levels to ensure all performance requirements listed herein are met

**Table 1. Minimum Staffing Levels**

Staff Position/Title	Number of People	Minimum Staff per Shift*
Project Manager	1	
Administrative Support	1	
Shift Supervisor		1
Control Room Operator/Work Order Coordinator		2

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

Mechanics - MRT1	As determined by Contractor	9
Mechanics - MRT2		2
General Laborer		10
Parts Supervisor	1	

**Note:** Shifts shall provide coverage 24-hours per day, seven (7) days per week unless the position specifically identifies less. The Contractor may substitute higher levels of personnel due to skills/promotions at the Contractor's expense. Said substitutes must be approved by MDAD.

**C. Staff Deficiencies:** Whenever the Contractor does not provide the final negotiated staffing levels, the Contractor shall decrease the monthly O&M fee in accordance with the Contract rates agreed upon between the Contractor and the County (reference Attachment 2).

1. The Contractor shall issue monthly and on-demand staff allocation reports to MDAD detailing all the hours provided under the resulting Contract by staff position. Deficient staff hours in the prior month per the final negotiated staffing levels shall be clearly detailed (see Section 1.14 for additional details).
2. Staff deficiencies shall be covered by personnel with the same or higher qualification/classification, at the Contractors expense.
3. The Contractor shall inform MDAD when the Contractor is unable to provide the final negotiated staffing levels at any time during the duration of the term of the Contract. Should the Contractor fail to address staffing deficiencies within thirty (30) calendar days, the County may at its sole discretion deduct from the monthly fee. Penalties shall be based on deficient calendar days (see Section 2.15 for additional details).

**D.** The Contractor shall assign, at a minimum, the following personnel:

1. **Project Manager:** The Contractor shall assign a full time executive, qualified, and experienced person, as the BHS "project manager" to be responsible for overseeing and directing the maintenance services. The "project manager" shall be fluent in speaking, reading and writing the English language. The "project manager" shall be available on site at all times during normal business hours, available during emergencies and must attend all regularly scheduled or on-demand meetings by MDAD and/or the users to discuss the Maintenance or Operations of the BHS. The "project manager" shall oversee and have overall responsibility for the work to be carried out under this Contract and as such shall devote his time exclusively to this task. The "project manager" shall be available for periodic tours or inspections of the premises to be made with MDAD. The Contractor shall be responsible for providing equal level replacement when the "project manager" is absent due to disability or vacation.
2. **Administrative Support:** The "administrative" position shall be available on site at all times during normal business hours to support the operations of the Contract, specifically with time sheets, parts, reports, daily operations and all other duties as required by the Contractor's project manager.
3. **Shift Supervisors:** The Contractor shall employ a sufficient number of "shift supervisors" required to maintain the BHS operational. "Shift supervisors" shall have the necessary experience required to supervise the operation, maintenance, and repair of automated and non-automated BHS systems at airports of similar size and capacity as MIA. They must be on site at all times that work is being performed on the BHS.
4. **Control Room Operators/Work Order Coordinators:** The Contractor shall employ a sufficient number of "control room operators/work order coordinators" to maintain the BHS operational. Computer operation tasks are shown in Table 2 below.
5. **Mechanics**
  - e. MRT1 employees must be paid in accordance with the **Millwright & Machinery Erectors classification** in the County's Responsible Wages and Benefits – Building Schedule in effect when the work is performed.
  - f. MRT2 employees must be paid in accordance with the **Electrical Workers classification** in the County's Responsible Wages and Benefits - Building Schedule in effect when the work is performed.
6. **General Laborers.** Employees performing General Laborer duties as defined above must be paid in accordance with

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

the **Laborers classification** included in the County's Responsible Wages and Benefits – Building Schedule in effect when the work is performed.

**Table 2.Computer Operation Tasks**

<b>1. BHS Daily Tasks:</b>	
<b>Task</b>	<b>Daily Task Description</b>
A.	Ensure that all previous day's "Day End Tasks" have been completed.
B.	Collect, log, and file all "End of Day" reports generated during the nightly-end of day processing (1st shift only).
C.	Ensure the systems are operational and ready for the operation day.
D.	Verify that all communications links are running and operational (PLC, etc.).
E.	Coordinate and communicate with airline users and their O&M staff, TSA, and MDAD Operations as required (e.g., regarding any/all BHS operational decisions, initiation of fallback modes and procedures, changes in status, downtime, etc.).
F.	Verify readiness to exercise/initiate any and all back-up or fallback modes or procedures at any time (e.g. redundant PLCs on-line, back-up diverters operational where available, correction.
G.	Monitor system for any visual and audible alerts and notify maintenance operations of identified conditions that may need correction.
H.	Fully advise the next shift of current conditions and relevant issues as required.
I.	Perform jams clearing, and bag alignment, etc.
J.	Collect all flight schedules and generate master schedule with pier assignments at all concourses.
K.	Maintain constant communication with designated TSA representatives to monitor EDS machines performance.
L.	Enter all maintenance actions into maintenance management system including PMs, CMs, jams, and parts inventory.
<b>2. BHS Regularly Scheduled, Non-Daily Tasks:</b>	
<b>Task</b>	<b>Regularly Scheduled Non-Daily Task Description</b>
A.	Prepare and save weekly and monthly reports.
B.	Print, distribute, and file weekly and monthly reports.
C.	Ensure that maintenance staff performs all scheduled preventive maintenance tasks and log all PM work.
D.	Check spare parts inventory and initiate any required purchase requests.
<b>3. BHS Random/Unscheduled Tasks</b>	
<b>Task</b>	<b>Random Unscheduled Tasks Description</b>
A.	Report and document any equipment failures.
B.	Provide on-site support to off-site support personnel.
C.	Keep complete records of any changes to code/software and coordinate implementation with operation/users as required.
D.	Prepare for and perform full system back-ups immediately before and after any such changes to code/software. Maintain copies (including copies of backups) of all system source codes off site of MIA, and in a secure and fireproof environment.
E.	Coordinate and communicate with airline users and their O&M staff, TSA, and MDAD Operations as required (e.g., regarding any/all BHS operational decisions, initiation of fallback modes and procedures, changes in status, downtime, etc., related to unplanned repairs and failures).

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

7. **Mechanics:** The Contractor shall employ a sufficient number of “mechanics” to maintain the BHS operational. These individuals shall be skilled cross-crafted technicians with the requisite experience in an airport environment of similar size and capacity as MIA. They must display mechanical and electrical aptitude and strong skills and experience with industrial control devices. Responsibilities include, but are not limited to, maintenance and repair of all electrical, mechanical, and control devices, equipment, and components associated with the baggage handling system including controls, PLCs, and scanner systems, etc. There are two (2) types of “mechanics” required to perform work: MRT1 are “mechanical technicians” and MRT2 are the “electrical technicians” with PLC training. Responsibilities of the “mechanics” are as follows:

“Mechanics” shall be responsible for the daily operations of the BHS as well as to operate, maintain, trouble-shoot and repair the mechanical, electrical and control systems related to the BHS. The following list is a general outline of their job duties, and is not to be construed as “all inclusive”:

- a. Monitor daily operations and statistics of the baggage system to determine problem areas.
  - b. Trouble-shoot and repair all mechanical, electrical, and control components of the BHS.
  - c. Analyze all data from the baggage handling system to determine problems and trends that may lead to problems.
  - d. Suggest and, with MDAD, TSA, and Airline approval, make necessary changes to the PLCs to maintain and/or enhance the BHS operations.
8. **General Laborers:** The Contractor shall employ a sufficient number of “general laborers” to maintain the BHS operational. “General laborer” responsibilities shall include but not be limited to:
- a. Work in a safe manner to clear all baggage jams using Lock-Out-Tag-Out procedures as needed.
  - b. Ensure that bags are aligned as required upstream of EDS machines and/or immediately clear any/all jams.
  - c. Assist the maintenance mechanics/technicians on an as needed basis.
  - d. Observe and report any maintenance, operations and/or repair problems to the maintenance mechanics/technicians.
  - e. Perform general cleanup of work areas and in/around conveyor equipment at a frequency required to maintain units free of trash, dirt and debris and as described in Section 2.10.
  - f. Be responsible for manual movement of baggage in the event of system outage, during system fallback conditions, or during contingency operations, etc., as required.
  - g. Re-circulate baggage tubs to and from, the counters, deliver bags, staff transfer lines, staff mis-sort (default) piers, and staff oversize belts.
  - h. Responsible for movement of bags from the Transfer, Oversize and Run-Out Piers to the correct Airline Pier or carousel.
  - i. Man the four (4) ME stations.
9. **Parts Supervisor(s):** The Contractor shall employ a sufficient number of “parts supervisors” required to maintain the BHS operational. “Part supervisor(s)” shall always be available on site during normal Business Hours. “Parts supervisors(s)” shall be responsible for the following:
- a. Maintaining inventories and ensuring that all materials are available to maintain smooth operations;
  - b. Purchase and negotiate materials, equipment, and supplies; evaluate vendor quotes; ensure parts and materials ordered are delivered intact and timely;
  - c. Maintain an inventory database and input parts in the CMMS and providing routine analysis on the rate of replacement of parts and other materials.
- E. All of the Contractor's personnel shall wear distinctive uniforms with the Contractor's company logo.
- F. The Contractor shall submit and maintain an updated list of emergency contacts, listing all key personnel with names and titles, home/office telephone numbers, field office numbers and beeper numbers.
- G. The Contractor shall ensure that control room can communicate with appropriate staff and provide immediate communications with control room at all times.

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

- H. The Contractor must notify the County in the event that they wish to substitute the staff identified in their proposal and the resulting Contract. The Contractor must notify the County in writing, including the substitute staff's resume, and request written approval for the substitution prior to effecting such substitution. Substitute staff must have experience, qualifications, education and training equal to or higher than the initial staff.
- I. Contractor's staff shall comply with all applicable security and safety regulations. Airport Security Identification and Customs' Clearance badges shall be obtained and worn as required per MDAD Safety and Security guidelines. The Contractor shall be responsible for all badging costs, including any fees. The fee for ID badges/background checks is approximately \$58.00 per employee but subject to change. Any changes to said fee shall be responsibility of the Contractor.

**Restricted Area Access – Identification Badges:** The Contractor shall be responsible for requesting MDAD to issue identification badges to all employees and other personnel under its control who require access to restricted areas in the Airport as a part of their regularly assigned duties, and shall return the identification badges of all personnel transferred or terminated from the employ of the Contractor or Airport assignment and upon termination of subsequent Contract. Contractor's employees requiring access to federally-regulated secure areas including, but not limited to, the Airfield Operations Area (AOA), Federal Inspection Services (FIS) areas, and areas beyond security checkpoints, MUST undergo individual background screening (e.g., 10-year employment history verification, fingerprinting, etc.) and comply with all security rules and regulations mandated by Customs and Border Protection (CBP), TSA, and the Federal Aviation Administration (FAA). The Contractor shall be held responsible for any violation by its employees or other personnel under its control of the Airport's security program, Miami-Dade County Code of Ordinances, Chapter 25, Aviation Department Rules and Regulations, Transportation Security Administration Title 49 Code of Federal Regulation (CFR) 1520 and 1542, or Customs and Border Protection Title 19 CFR Part 122, Subpart S.

The Contractor shall request from MDAD identification badges for all employees and other personnel under its control who require access to restricted areas on the airport as part of their regularly assigned duties, and shall be responsible for the return of the identification badges of all personnel transferred or terminated from the employment of the Contractor or airport assignment and upon termination of this Agreement. MDAD shall have the right to require the Contractor to conduct background investigations and to furnish certain data of such employees before the issuance of such identification badges, which shall include the fingerprinting of employee applicants for such badges. Please refer to Article 5 of the Agreement for further details.

Contractor shall:

1. Be responsible for any other persons in their employ including subcontractors and their employees, and material suppliers.
2. Be responsible for any fine levied against MDAD caused by the Contractor's employees' conduct.
3. Promptly report to MDAD the names of all persons who were employed by the Contractor from whom they were unable to obtain the return of MDAD issued identification badges. In the event that an identification badge is not returned, the Contractor shall pay, from its own funds, MDAD's established charge for lost or stolen identification badges as follows. A non-refundable fee of \$75.00 will be assessed for the first replacement and \$100.00 for the second replacement within twenty-four (24) months of original issuance. Replacements will not be issued for a third (3<sup>rd</sup>) time within twenty-four (24) months of original issuance. Fees must be paid to the MDAD Security Credentialing Section before replacement ID badges are issued. Furthermore, a replacement ID badge may only be issued if declared in writing that the ID badge has been lost, stolen, or destroyed. ID badges are the property of MDAD, therefore ID badges must be immediately returned to MDAD Credentialing Section at the end of personnel employment, upon receiving notification from MDAD that the ID badge is being revoked, and/or Contract expiration. The MDAD ID Office will issue a receipt as proof of ID badge return. Failure to comply within twenty-four (24) hours will be in direct violation of the Airport Security Program (ASP), and subject to a potential \$10,000 Civil Penalty Fine

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

assessed by TSA under title 49 of the Code of Federal Regulations CFR Part 1540.105; 49 USC 46301.

- J. Federal Agencies Right to Consent:** The Contractor shall understand and agree that all persons entering and working in or around arriving international aircraft and facilities used by the various FIS agencies may be subject to the consent and approval of such agencies and any bonding requirements as may be imposed by such agencies. Persons not approved or consented to by FIS agencies may not be employed by the Contractor on the Airport.
- K.** The County's **Responsible Wages and Benefits** ordinance set forth in Section 2-11.16 of the Miami-Dade County Code is applicable to this project and the awarded Contractor must comply with same. Responsible Wages and Benefits shall be applicable to staff and Subcontractors providing day to day operation and maintenance services as stated herein, as well as staff performing repairs, modifications, or expansions of the system.. Additionally, Responsible Wages and Benefits is also applicable to staff and Subcontractors, or any portion of their time thereof, utilized for any modification, enhancement and/or repair service in accordance with Section 1.8.

**1.10 Cleaning of Work Areas**

- A. The Contractor shall be responsible for operating in compliance with MDAD's environmental and International Organization for Standardization (ISO) 14001 policies, and with all applicable Federal, State, and local regulations.
- B. The Contractor shall store and dispose Hazardous waste material in compliance with MDAD's environmental and ISO 14001 policies, and with all applicable Federal, State, and local regulations, including record keeping of shipping documents.

The Contractor shall be responsible for general housekeeping and cleanliness in and around work area. This includes the cleaning of all systems and system components, tools, equipment and appurtenances associated with the O&M of the systems; the systems shop areas, parts storage areas, and baggage make-up areas. These areas include all outbound piers, items found blowing between piers, and daily changing and disposal of trash bags in garbage containers located in front and in back of each pier without the use of blowers. It shall be the responsibility of the Contractor to obtain dumpsters for trash disposal. The Contractor shall be responsible for the procurement of the liners associated with the trash disposal, and said expense will not be reimbursable. It shall be the Contractor's responsibility to ensure all cleanup. Cleaning under the belts, piers, etc. shall be completed by the Contractor as needed to ensure proper performance of all equipment.

- C. The Contractor shall remove surplus and scrap materials at least weekly and remove combustible scrap daily.
- D. The Contractor shall provide for pick-up of solid waste generated in the maintenance of the BHS excluding hazardous material which shall be disposed of as described above in item B.

**1.11 County Resources**

MDAD will provide the following:

- A. Office space;
- B. Warehouse space to store spare parts and equipment required for the O&M of the BHS;
- C. Shop space;
- D. Electricity in all areas and air conditioning in office spaces;
- E. Shelving and/or bins for storage of parts, equipment, and consumables;
- F. Maintenance of passenger scales; and
- G. Two (2) MDAD hand held radios.

The Contractor shall maintain the provided spaces in a clean and suitable manner. The assignment of office, warehouse, and shop space will be at the discretion and approval of MDAD.

**1.12 Reporting**

The Contractor shall submit the documentation listed below at the time specified during the term of the Contract, and in accordance with their submittal deadlines. The Contractor shall prepare all documents in the English language, and shall email electronic copies of the reports to a list of persons to be designated by MDAD.

**Table 3. Contract Reporting Requirements**

Submittal Item	Deadline
----------------	----------



***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

Contractor's Safety Plan and Drug Policy.	30 days after Award of Contract.
Automated System Status and Problem Reports on a daily basis with a weekly summary.	By 10:00 a.m. the next day.
Automated BHS Operational (Performance) and Maintenance Reports on a monthly basis.	Within 48 hours of each calendar month.
BHS Hurricane Preparedness Plan.	May 1st of each calendar year.
Monthly invoices.	Within 14 days of the day of each calendar month.
Automated Completed PM tasks for each month.	Within 14 days of the day of each calendar month.
Automated list of all corrective maintenance executed each month.	Within 14 days of the day of each calendar month.
A monthly log of all service interruptions which records the date, time, systems and subsystems failure/problem, and time elapsed until services are fully restored.	Within 14 days of the day of each calendar month.
Automated Daily inspection and maintenance logs for all system and subsystem of TSA security doors at ticket counters and curbsides	Within 14 days of the day of each calendar month.
Accident reports for all accidents arising out of or in connection with the services which result in injury or property damage, giving full details and witness statements.	Immediately reported to MDAD by telephone.
Automated Maintenance, Management and Parts Inventory Report	1st Day of each Month
Automated Spare parts inspection audit report	Quarterly and Annually
Staff Allocation Report	1st Day of each Month and On-demand
Tracking Accuracy Report	By 10:00 a.m. the next day.

### **1.13 Performance Indicators and Deductions**

- A. System Availability Payment Factor:** System Availability is defined as the continuous, efficient and safe operation of the BHS, as specified in the Contract documents, exclusive of shutdowns or breakdowns resulting from scheduled maintenance, unforeseen conditions not caused by the Contractor negligence, damage caused by third parties, normal wear and tear, repairs, upgrades, enhancements or poor bag hygiene, as determined by MDAD.

For any calendar month during the Contract that the BHS does not achieve a minimum ~~98.95~~ 95% availability, a Payment Factor shall be applied to the Contractor's monthly payment to decrease the amount to be paid for that month. Decreases to the monthly payment shall be made for not providing the required service performance as specified in the contract documents. A deduction for failure to achieve the required performance levels shall be assessed in the following manner provided that performance failures are caused by Contractor negligence, system and/or operational related issues and not by poor bag hygiene, as determined by MDAD.

If the Availability (A) for a month is less than 0.95 (95%), a "Payment Factor" shall be applied by MDAD to that month (i.e., to that month's portion of the regular invoice amount, not including any fees due for GAA work (see Section 1.17) in accordance with the following:

**Table 4: System Availability Payment Factor**

<b>SYSTEM AVAILABILITY (A in %)</b>	<b>PAYMENT FACTOR (PF)</b>
A = 95 or greater	PF = 1.000
A = 94% up to 95%	PF = 0.95
A = 93% up to 94%	PF = 0.94
A = 92% up to 93%	PF = 0.93

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

*Miami-Dade County, Florida*

*Project Title:*

A = 91% up to 92%	PF = 0.92
A = less than 91%	PF = 0.90

**Table 5: Sample System Availability Payment Deduction**

Month	System Availability	Monthly Invoice Amount (Base)	Payment Factor	Total Monthly Payment Due to Contractor
April	91%	\$1,050,000	0.92	\$966,000
May	88%	\$1,050,000	0.90	\$945,000
June	95%	\$1,050,000	1.00	\$1,050,000

- B. Tracking Accuracy Payment Factor:** Tracking Accuracy is defined as the end-to-end movement and handling of the baggage once the bag moves past the first laser barcode scanning array to the assigned pier. The Tracking Accuracy is calculated by the number of bags lost in the tracking system divided by the total number of bags inducted into the system.

For any calendar month during the Contract that the BHS does not achieve a minimum 95% tracking accuracy, a Payment Factor shall be applied to the Contractor's Daily Payment to decrease the amount to be paid for that month. Decreases to the monthly payment shall be made for not providing the required service performance as specified in the contract documents.

Each monthly invoice period shall be divided into equal portions representative of each day in that period. If the Tracking Accuracy (TA) for a given day is less than 0.95 (95%), a "Payment Factor" shall be applied by MDAD to that day (i.e., to that day's portion of the regular invoice amount, not including any fees due for GAA work (see Section 1.17) in accordance with the following:

**Table 6: Tracking Accuracy Payment Factor**

TRACKING ACCURACY (TA in %)	PAYMENT FACTOR (PF)
TA = 95% or greater	PF = 1.000
TA = 94% up to 95%	PF = 0.95
TA = 93% up to 94%	PF = 0.94
TA = 92% up to 93%	PF = 0.93
TA = 91% up to 92%	PF = 0.92
TA = less than 91%	PF = 0.90

**Table 7: Sample Tracking Accuracy Payment Deduction**

Day of Month	Tracking Accuracy	Daily Invoice Amount (\$1,050,000 over 30 Days)	Payment Factor	Payment Due to Contractor
1	98%	\$35,000	1.00	\$35,000
2	94%	\$35,000	0.94	\$32,900
3	100%	\$35,000	1.00	\$35,000
4	100%	\$35,000	1.00	\$35,000
5	100%	\$35,000	1.00	\$35,000
6	100%	\$35,000	1.00	\$35,000
7	100%	\$35,000	1.00	\$35,000
8	100%	\$35,000	1.00	\$35,000

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

9	75%	\$35,000	0.90	\$31,500
10	99%	\$35,000	1.00	\$35,000
11	99%	\$35,000	1.00	\$35,000
12	99%	\$35,000	1.00	\$35,000
13	99%	\$35,000	1.00	\$35,000
14	90%	\$35,000	0.90	\$31,500
15	89%	\$35,000	0.90	\$31,500
16	99%	\$35,000	1.00	\$35,000
17	99%	\$35,000	1.00	\$35,000
18	99%	\$35,000	1.00	\$35,000
19	91%	\$35,000	0.92	\$32,200
20	99%	\$35,000	1.00	\$35,000
21	99%	\$35,000	1.00	\$35,000
22	100%	\$35,000	1.00	\$35,000
23	100%	\$35,000	1.00	\$35,000
24	97%	\$35,000	1.00	\$35,000
25	99%	\$35,000	1.00	\$35,000
26	99%	\$35,000	1.00	\$35,000
27	99%	\$35,000	1.00	\$35,000
28	99%	\$35,000	1.00	\$35,000
29	99%	\$35,000	1.00	\$35,000
30	99%	\$35,000	1.00	\$35,000
<b>Total Monthly Payment Due to Contractor</b>				<b>\$1,034,600</b>

- C. Additional Payment Deductions:** The Contractor shall acknowledge that its services require handling and accounting for mission critical equipment and services for the Airlines and passengers at MIA, and therefore the highest standards of competence, integrity, reliability and courtesy are required in the performance of the Contractor's duties hereunder for the protection of the County's revenues and delivery of quality service to the public at MIA. Therefore, it is agreed that deviations below the standards of performance required as listed herein may result in deductions from the compensation payable for such services, as described below. The provisions of this section shall not preclude recovery by the County of damages or the County obtaining equitable relief for breaches of the resulting contract by the Contractor.

For any month where the Contractor does not fulfill the requirements of the resulting Contract, the County reserves the right to deduct sums (listed below table) from the Contractor's monthly invoice:

**Table 8. Payment Deductions**

	Incident	Deduction	Remark
1	Failure to address staff vacancies within thirty (30) calendar days.	USD 500 per calendar day, per person	On day thirty-one (31) the deduction applies.
2	Failure to follow approved maintenance procedure resulting in premature equipment failure.	USD 500 per occurrence	Refer to Section 1.6.
3	Failure to notify, provide or complete an accident report within the times identified in this specification.	USD 300 per occurrence	Includes any incident the Contractor is responsible for, including subcontractors, if knowledge of such accident was known or should have been known by

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

*Miami-Dade County, Florida*

*Project Title:*

			Contractor for damage to County property. Refer to Section 1.6.
4	Insufficient and inoperative communication tools (phones/radios).	USD 200 per day	Refer to Section 1.6
	Failure to complete spare parts inventory audits from the acts or omissions of Contractor	USD 1,000 per occurrence	Refer to Section 1.7
	Failure to complete PM inspections within required time frame as indicated by the OEM manual.	USD 100 per occurrence	Refer to Section 1.6.
	Failure to implement the Contingency Plan and operational procedures on time.	USD 500 per occurrence	Refer to Section 1.6.
	Failure to perform scheduled corrective maintenance within the required time frame as indicated by the OEM manual.	USD 300 per occurrence plus USD 100 for every day that the corrective maintenance is not completed	Refer to Section 1.6.
	Failure to address bag jams, Emergency Stop (E-Stop) conditions and Maintenance Calls on time.	USD 100 per occurrence	Refer to Section 1.4.
	Not having replacements spare parts on site during equipment failure	2x equivalent USD of component being replaced, minimum USD 100	For each part not on site for replacement. Refer to Section 1.7.
	Assigning an employee or allowing an employee to be assigned to work at another site without written approval from MDAD.	USD 1,000 for 1st occurrence plus USD 100 per day employee is absent from MIA. USD 5,000 for 2nd or subsequent occurrence plus USD 300 per day employee is absent from MIA 3rd or subsequent occurrences, subject to default.	Refer to Section 1.9.
	Failing to provide training in accordance with the approved training plan.	USD 500 per occurrence, per employee	Refer to Section 1.6.

**D. Deductions Cumulative**

The Deductions specified above are cumulative and shall be applied in the following order of precedence: First, any deductions for tracking accuracy shall be applied to the applicable portion of the monthly invoice. The system availability deduction, if applicable, will be applied to the invoice as adjusted following any deductions for tracking accuracy. Lastly, any additional payment deductions shall be applied to the remaining amount of the invoice, after deductions for tracking accuracy and system availability.

**1.14 Continuity of Services**

1. The Contractor recognizes that the services herein are vital to MDAD and must be continued without interruption and that, upon Contract expiration, a successor, either MDAD or another Contractor, may continue them. The Contractor, at no additional cost to the County, shall be required to Furnish phase-in training for successor; and
2. Cooperate with successor, either MDAD or another Contractor, as applicable, to achieve an orderly and efficient transition to MDAD or another Contractor.

**B. The Contractor shall, upon MDAD's written notice:**

1. Furnish phase-in, phase-out services for successor for up to 90 days immediately prior to the expiration or notice of

***This document is a draft Scope of Services/Technical Specifications for a future non-competitive contract Miami-Dade County anticipates entering into. Scope of Services/Technical Specifications is subject to change without notice.***

***This is not an advertisement.***

Miami-Dade County, Florida

Project Title:

- termination of this Contract; and
- 2. Negotiate in good faith a plan with a successor, either MDAD or another Contractor, to determine the nature and extent of phase-in, phase-out services required. The plan shall specify a training program and a date for transferring responsibilities for each division of work described in the plan, and shall be subject to MDAD's approval.
- C. The Contractor shall provide sufficient experienced personnel during the phase-in, phase-out period to ensure that the services called for by this Contract are maintained at the required performance level.

**1.15 General Allowance Account (GAA)**

The GAA shall be used to reimburse the Contractor for the following:

- 1. Actual costs of permit fees, license fees, impact fees and inspection fees paid to any governmental entity in connection with performance of any construction work related to the O&M of the BHS system (as further described in Section 1.8);
- 2. Furnishing all labor, materials, equipment and services necessary for any construction, modification, or maintenance work required to maintain the BHS system as a result of unforeseeable conditions; and
- 3. Performing minor construction changes required to resolve: oversight in design, MDAD oversight, unforeseen conditions, revised regulations, technological and product development, operational changes, schedule requirements, program interface, emergencies and delays.
- 4. Maintaining inventory of spare parts for daily maintenance requirements( as described in Section 1.7)

At such time as work is to be performed under the GAA, if any, the work shall be incorporated into the Contract, and shall in all respects be integrated into the work as a part of the Contract as awarded.